

VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
SAN SALVADOR



No. 14-42	INL Procurement Agent/Acquisitions Assistant Position Vacancy	Date: 08/12/14
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OPEN TO: All Interested Candidates

POSITION: INL Procurement Agent / Acquisitions Assistant, FSN-7, FP-7

OPENING DATE: August 12, 2014

CLOSING DATE: August 26, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: Locally Employed Staff: \$15,836 (Starting salary: BR + Allowances)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position for Eligible Family Members.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking one individual for the INL Procurement Agent/Acquisitions Assistant in the International Narcotics and Law Enforcement Office.

BASIC FUNCTION OF THE POSITION

Incumbent works under the supervision of the Acquisitions and Budget Supervisor and conducts market research worth approximately \$7 million of NAS acquisitions per year to include Independent Government Cost Estimates (IGCE), drafting procurement documents related to sole source purchases, source/origin waivers, etc. and entering these and supporting documents into the ILMS ARIBA system. In carrying out these duties, the incumbent must coordinate with INL management, agencies at post and officials in the Government of El Salvador (GOES). Additionally, the employee will visit, when required, INL Projects that include but are not limited to Prisons, PNC Holding Cells, PNC delegations and land borders and ports around the country.

For a complete description of the position listing all duties and responsibilities please see the following link: [INL Procurement Agent / Acquisitions Assistant, FSN-7, FP-7 PD](#)

QUALIFICATIONS REQUIRED

NOTE: All applicants **must address** each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** University degree in Business Administration, Engineering, Accounting, or Finance is required.
2. **EXPERIENCE:** Minimum of three years of experience working in a procurement related field in the development of market research in the local market and internet websites with an international organization or in a multi-cultural setting is required.
3. **LANGUAGE:**
English: Level III (Good working knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.
4. **KNOWLEDGE:** Must have detailed knowledge of procurement and standard office procedures, knowledge of vendors and their locations in El Salvador. Must have a good knowledge of Microsoft Office applications.
5. **SKILLS:** Must have good negotiation techniques and ability to analyze price quotations.
6. **OTHER CRITERIA:** Ability to safely operate a motor vehicle, pass a driving proficiency test, maintain a valid local driver's license, and pass required medical clearances needed as an incidental driver of government owned vehicles.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
- 3 Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);

<http://eforms.a.state.gov/editdocument.aspx?documentid=2020>

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized

CLOSING DATE FOR THIS POSITION: AUGUST 26, 2014

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: INL/FMO/HRO
Approved: MGT: ADEULUS